

**BY ORDER OF THE COMMANDER
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION
36 2801**



18 DECEMBER 2014

Personnel

**WING AWARDS AND RECOGNITION
PROGRAM**

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This instruction implements Air Force Policy Directive (ADPD) 36-28, *Awards and Decorations Programs*, and establishes procedures and defines responsibilities of agencies involved in the Field Grade Officer (FGO), Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman (AMN) of the Quarter/Year and First Sergeant of the Year Awards Program. It applies to all units assigned to the 944th Fighter Wing (944 FW), Luke Air Force Base (LAFB) and the geographically separated units (GSU). Refer recommended changes to and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force 847 (AF Form), *Recommendation for Change of Publication*; route AF Form 847 from field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/rims.cfm>. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AFMO A, *Awards and Decorations*, applies.

This is the initial publication of 944 FW Instruction (FWI) 36-2801.

1. General: An effective recognition program should provide a means for identifying and recognizing outstanding members who through their distinctive performance and outstanding achievements have made a significant contribution to the overall success of the Air Force Reserve Command. The intent of this program is to select and recognize outstanding FGOs, CGOs, SNCOs, NCOs and Amn who present high standards of conduct, performance and

military image. Squadron commanders and supervisors will ensure that their personnel are screened for eligibility each quarter for submission as a squadron nominee. This is a wing commander program.

2. Responsibilities:

2.1. Wing Commander:

2.1.1. The 944th Fighter Wing Commander (944 FW/CC) is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

2.2. Command Chief:

2.2.1. The Command Chief Master Sergeant (CCC) is the Office of Primary Responsibility and assumes overall responsibility for managing this program.

2.2.2. Provides quarterly/annual award schedule and suspense to all assigned/attached units.

2.2.3. Coordinates board date and time.

2.2.4. Coordinates board representation for quarter/wing-level annual boards.

2.3. Public Affairs:

2.3.1. Publicizes the program.

2.3.2. Obtains plaques from 944 FSS and favorable communication for presentation to the member during wing commander's calls and the annual awards banquet.

2.3.3. Contacts the award winner's commander and supervisor to ensure attendance during wing commander's calls and the annual awards banquet.

2.3.4. Coordinates official photograph with award winners.

2.3.5. Maintains a photographic display of 944 FW award winners in the lobby of the 944 FW Headquarters Building.

2.4. 944th Force Support Squadron (944 FSS):

2.4.1. Collects, tracks, and maintains nomination packages, ensuring completeness and accuracy.

2.4.2. Returns incorrectly formatted packages to unit in a timely manner.

2.4.3. Serves as Program Manager for quarterly/annual boards.

2.4.4. Obtains wing plaques engraved with recipient's rank, name, name of award, and inclusive dates. Gives finalized quarterly and annual plaques to Public Affairs for presentation.

2.5. Supervisor:

2.5.1. Nominates deserving Airman as appropriate for the appropriate category of award and forwards the nomination to the squadron commander for consideration.

2.6. Squadron Commander:

2.6.1. Ensures one deserving Airman is submitted each quarter as appropriate for each category.

2.6.2. Nominates first sergeant for consideration for the First Sergeant of the Year (FSOY).

2.6.3. Review/edit nomination packages as necessary according to the guidance provided in this instruction.

2.6.4. Routes nomination packages to group commander or appointed designee for further coordination.

2.7. Group commander, 944th Aeromedical Staging Squadron Commander (ASTS/CC), 944th Medical Squadron Commander (944 MDS/CC), 944 FW Director of Staff (944 FW/DS).

2.7.1. Ensures one deserving Airman from their respective group/organization is submitted for each category for quarterly/annual award.

2.7.2. Establishes a point of contact to deliver nomination packages to the 944 FSS by the suspense.

2.7.3. Review/edit nomination packages as necessary according to the guidance provided in this instruction.

2.7.4. Submits names to CCC for quarterly/annual board representation.

2.7.5. Convenes board at group-level prior to wing board.

2.7.6. Submits nominees to 944 FSS or appointed designee to compete for quarterly/annual awards at the wing level by the suspense with read receipt to ensure 944 FSS received the nomination.

2.7.7. Serves as quarterly and annual board member for officer boards.

3. Eligibility:

3.1. Enlisted personnel in the grades of Airman (Amn) through Senior Master Sergeant (SMSgt) and FGO/CGO assigned/attached to the 944 FW are eligible for quarterly/annual award recognition. Nominations should include specific facts, achievements, and examples of why an individual is exceptional. Nominees will compete in the following categories:

3.1.1. AMN – (E-1 thru E-4)

3.1.2. NCO – (E-5 thru E-6)

3.1.3. SNCO – (E-7 thru E-8)

3.1.4. CGO – (O-1 thru O-3)

3.1.5. FGO – (O-4 thru O-5)

3.1.6. FSOY – (E-7 and/or E-8) possessing the 8F000 Air Force Specialty Code having served as First Sergeant for at least six months of the award period. **Note:** This is an annual award only.

3.1.7. Members deployed/assigned to another Personal Accounting Symbol (PAS) Code for the entire quarter/year are ineligible to compete for the quarterly/annual award

respectively (i.e. deployed February to July, the member cannot compete for April-June quarter but can compete for the other quarters and the annual award).

3.2. Chief Master Sergeants (E-9s), Colonels (O-6s) and commanders are **NOT** eligible to participate in the Quarterly/Annual Award Program.

3.3. Nominees will **NOT** be eligible if any of the following conditions apply:

3.3.1. Planning to separate/retire prior to the end of the calendar year.

3.3.2. Have applied/accepted any program leading to commission either during the award period or the one year period following induction as a Twelve Outstanding Airman of the Year (12OAY).

3.3.3. Pending other administrative actions which may lead to elimination from the Air Force Reserves. Does not meet the guidelines outlined in the 944 FW Statement of Assurance (SOA).

3.4. Quarterly Awards:

3.4.1. Nominees are eligible to compete in the category in which they held the grade for the longest period of time (i.e. if a member was a Senior Airman (SrA) for 85 days of the quarter and a Staff Sergeant (SSgt) for 5 days of the quarter; the member would compete in the Amn category). When such cases occur, please include a note of explanation in the nomination package.

3.5. Annual Awards:

3.5.1. Each Group Commander, 944 ASTS/CC, 944 MDS/CC, and the 944 FW/DS may nominate an individual for each category, regardless if they were a quarterly award winner. Each squadron may nominate one diamond wearing first sergeant for the FSOY Award.

4. Nomination Procedures:

4.1. Quarterly award recognition will be managed on a calendar year with the year divided into the following quarters:

4.1.1.1. First Quarter: January-March.

4.1.1.2. Second Quarter: April-June.

4.1.1.3. Third Quarter: July-September.

4.1.1.4. Fourth Quarter: October-December.

4.1.2. Each Group, 944 MDS/944 ASTS/944 FWSA assigned/attached to the 944 FW will be permitted to submit one nominee each quarter for each category to compete at wing level. Nominees are ineligible for multiple quarter submissions if he/she was selected as a previous quarterly award winner in the same calendar year. Non-selected nominees are eligible for multiple quarter submissions within the same calendar year provided their accomplishments fall within the respective award period. Refer to [Attachment 2](#).

4.1.3. Nomination packages will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. The nomination narrative will be in bullet format,

front-side only limited to **12** lines, including headers: **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT,** and **BASE AND/OR COMMUNITY INVOLVEMENT.** Acronyms will be listed in alphabetical order on the back side of the AF 1206. Packages that exceed the maximum number of lines will be returned to the unit for correction or ineligible if not corrected by the original suspense. Refer to [Attachment 5 and 6](#).

4.1.4. The nomination package will cover accomplishments that fall within the award period. Any information included in a nomination package that is outside of the award period will render the package ineligible.

4.1.5. Nomination package should include:

4.1.5.1. AF Form 1206.

4.1.5.2. Fitness Assessment via Air Force Fitness Management System (AFFMS) on AF Portal.

4.1.5.3. 944 FW SOA.

4.1.6. Nomination packages that are missing required documents or incorrectly formatted will be returned to the unit for correction. If not corrected by the original suspense, they will be ineligible.

4.2. Nomination packages will not be accepted after the suspense.

4.2.1. Annual award recognition board will convene Sunday of the January unit training assembly.

4.2.2. Nominees are individuals who are annual award winners from their respective Group 944MDS/944 ASTS/944 FWSA in the year for which they are nominated. Each squadron may nominate one diamond wearing first sergeant for the FSOY award.

4.2.3. Nominations will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. The nomination narrative will be in bullet format, front-side only limited to **30** lines including headers: **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT,** and **BASE AND/OR COMMUNITY INVOLVEMENT.** Acronyms will **NOT** be allowed for any of the enlisted annual award nominations. Acronyms for the officer nominations will be listed in alphabetical order on the back side of the AF Form 1206. Packages that exceed the maximum number of lines will be returned to the unit for correction or ineligible if not corrected by the original suspense. Refer to [Attachment 5 and 6](#).

4.2.4. Refer to section [4.1.4 – 4.1.7](#).

4.2.5. Screen all nominees to ensure they meet the “Whole Life/Whole Career” concept.

4.2.6. Do not submit nominees who have previously been selected as Air Force 12OAY winners in the one year period following induction.

5. Board Composition:

5.1. The 944 FW Vice-Commander will be the quarterly/annual board president for the officer boards.

5.2. The CGO and FGO quarterly/annual boards will be made up of the Group Commanders or their designated representatives, the 944 ASTS/CC and the 944 MDS/CC.

5.3. The 944 FW Command Chief (944 FW/CCC) will be the quarterly/annual board president for the enlisted boards.

5.4. Quarterly/annual boards for the enlisted boards will be comprised of the following members from the 944 FW as tasked by the 944 FW/CCC:

5.4.1. (2) Technical Sergeant (TSgt)/Master Sergeant (MSgt) to score the Amn category.

5.4.2. (2) MSgt/SMSgt to score the NCO category.

5.4.3. (2) Chief Master Sergeant (CMSgt)/Superintendent to score the SNCO category.

5.4.4. (1) CMSgt/SMSgt from each group to score the FSOY category.

5.5. Duties:

5.5.1. Board President:

5.5.1.1. The board president should be familiar with 944 FWI 36-2801, *Wing Awards and Recognition Program*, and ensure strict adherence to the instruction. The board president will conduct and oversee board operations in its entirety. The board president will have access to **ALL** packages in each category and will only vote in the event of a tie. Upon board completion, the board president along with the program manager will validate scores, confirm winners, and submit winners to the 944 FW Commander (944 FW/CC) for final approval.

5.5.2. Enlisted Board Members:

5.5.2.1. Board members will review and score each nominee. They will then meet with the board president and vote on the packages. Scoring should only be based on the information contained in the AF Form 1206.

5.5.3. Officer Board Members:

5.5.3.1. Board members will review and score each nominee. They will then meet with the board president and vote on the packages. Scoring should only be based on the information contained in the AF Form 1206.

6. Awards and Honors:

6.1.1. Award the selectee with the following:

6.1.2. Plaque from the 944 FW/CC.

6.1.3. Memorandum of recognition from the 944 FW/CC.

6.1.4. Display names in the lobby of the Fighter Wing Headquarters.

KURT J. GALLEGOS, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

ADPD 36-28, *Awards and Decorations Programs*, 9 May 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviation and Acronyms

12OAY—Twelve Outstanding Airman of the Year

AIR—ACTION/IMPACT/RESULTS

AFFMS—Air Force Fitness Management System

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AMN—Airman

CCC—Command Chief Master Sergeant

CGO—Company Grade Officer

CMSgt—Chief Master Sergeant

FGO—Field Grade Officer

FSOY—First Sergeant of the Year

FWI—Fighter Wing Instruction

GSU—Geographically Separated Unit

IAW—In Accordance With

LAFB—Luke Air Force Base

MAC—Military Affairs Committee

MSGT—Master Sergeant

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

PAS—Personal Accounting Symbol

RDS—Records Disposition Schedule

SMSGT—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SOA—Statement of Assurance

SRA—Senior Airman

SSGT—Staff Sergeant

TSGT—Technical Sergeant

Attachment 2
CALENDAR OF EVENTS

Figure A2.1. Calendar of Events.

PERIOD	SUSPENSE	BOARD
1st Quarter	COB, Wed prior to Apr UTA	Apr UTA/TBA
2nd Quarter	COB, Wed prior to Jul UTA	Jul UTA/TBA
3rd Quarter	COB, Wed prior to Oct UTA	Oct UTA/TBA
4th Quarter	COB, Wed prior to Dec UTA	Dec UTA/TBA

Attachment 3

SAMPLE CHECKLIST

Figure A3.1. Statement of Assurance Checklist.

STATEMENT OF ASSURANCE CHECKLIST					
RANK AND NAME (First, MI, Last)					
I certify that:					
	Yes	No	N/A		
1. Member is clear of Government Travel Card delinquencies within past 6 months:					
2. Member is clear of admin-holds, or pending disciplinary action/investigation:					
3. Member is clear of any <u>open</u> UIFs:					
4. Member is current with all subordinate performance reporting actions:					
5. Member is current with RCPHA and dental requirements:					
EXCEPTIONS: ARPC Action, Retirement and DD Form 368					
6. Member is current/or making satisfactory progress in AFSC training, not to exceed 24 months:					
EXCEPTIONS: ARPC Action, Retirement and DD Form 368					
7. Member is current with ancillary and mobility training requirements:					
EXCEPTIONS: ARPC Action, Retirement and DD Form 368					
8. Member has zero (0) unexcused absences:					
EXCEPTIONS: ARPC Action, Retirement and DD Form 368					
9. Member is current with at least "SAT" on Air Force Fitness Program:					
APPLIES TO: PEP, In-Residence PME, Quarterly Award Program, TDY Manning Assist Orders, Special Incentive Pgms/Tours, Off-station ATADSW (Attach AFPMG Report)					
10. Member has vPC-GR and VRED account established:					
Access through the Air Force Portal					
11. Member has resolved outstanding travel vouchers or unpaid orders:					
12. If requesting MPA/RPA tour and within 1095, member has an approved waiver on file:					
Applies to ARC members exceeding the 1095 day threshold					
13. Member has a valid security clearance for TDY/deployment (Security Manager):					
REMARKS:					
COMMANDER OR DESIGNATED REPRESENTATIVE SIGNATURE:					DATE:

Attachment 4

SAMPLE -- ENLISTED/OFFICER BOARD MEMBER SCORE SHEET

Figure A4.1. SAMPLE -- ENLISTED/OFFICER BOARD MEMBER SCORE SHEET.

CATEGORY (Circle One)	AMN	NCO	SNCO	CGO	FGO
AWARD QTR (Circle One)	1 st	2 nd	3 rd	4 th	
Annual					
Nominee Names					
	MaxPts				
<i>Leadership and Job</i>	30				
<i>Significant Self-</i>	10				
<i>Base and Community</i>	10				
SCORE	50				
RANK ORDER					

***All Packages will be turned in to Board President and no winner will be announced until applicable ceremony.*

Printed name of Board Member _____

Signature of Board Member _____ *Date* _____

Attachment 5

SAMPLE – AF1206 FOR AMN/NCO/SNCO AND CGO/FGO

Figure A5.1. SAMPLE – AF1206 FOR AMN/NCO/SNCO.

NOMINATION FOR		
AWARD Quarterly/Annual Award	CATEGORY (If Applicable) AMN/NCO/SNCO	AWARD PERIOD Jan-Mar 2014
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John Q. Doe	MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE DAFSC/Duty Title in MILPDS	NOMINEE'S TELEPHONE (DSN & Commercial) 896-1234/623-856-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Individual's Unit/Office symbol/ and Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/ Jane Q. Smith/896-0944/623-856-0944		
<p>PCEIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishment must be strong and specific in each of these areas.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value as a military member.</p> <p>BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Sunday School Teacher and so forth.</p> <p>NOTE 1: For quarterly awards justification, the maximum number of lines used on the AF Form 1206 will not exceed 12 lines including headings. For annual awards justification, the AF Form 1206 cannot exceed 30 lines total, to include headings. There will be no use of acronyms on the annual award 1206.</p> <p>ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.</p>		

Figure A5.2. SAMPLE – AF1206 FOR AMN/NCO/SNCO (REVERSE).

[illegible]

Figure A5.3. SAMPLE – AF1206 FOR CGO/FGO.

AWARD Quarterly/Annual Award		CATEGORY <i>(If Applicable)</i> CGO/FGO	AWARD PERIOD Jan-Mar 2014
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> Capt/John Q. Doe		MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE DAFSC/Duty Title in MILPDS	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> 896-1234/623-856-1234		
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Individual's Unit/Office symbol/ and Street Address			
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Lt Col/ Jane Q. Smith/896-0944/623-856-0944			
<p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i></p> <p>This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishment must be strong and specific in each of these areas.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value as a military member.</p> <p>BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Sunday School Teacher and so forth.</p> <p>NOTE 1: For quarterly awards justification, the maximum number of lines used on the AF Form 1206 will not exceed 12 lines including headings. For annual awards justification, the AF Form 1206 cannot exceed 30 lines total, to include headings.</p> <p>ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.</p>			
AF FORM 1206, 20120926		PREVIOUS EDITIONS ARE OBSOLETE	
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Figure A5.4. SAMPLE – AF1206 FOR CGO/FGO (REVERSE).

[illegible]

Attachment 6

GUIDANCE FOR PREPARING WINNING 1206

A6.1. ACTION/IMPACT/RESULTS (AIR)

A6.1.1. Action: what did you do?

A6.1.2. Impact: what happened as a result?

A6.1.3. Result: what were the consequences of your action?

A6.2. 1st bullet of each section = strongest bullet; "hook" and "wow" reader; not a job description.

A6.3. Single line bullets an absolute must.

A6.4. Use strong action verbs; show action.

A6.5. Numbers, numbers, numbers – how many/how big, what percentage/\$ value.

A6.6. Minimize “white space” –remove fluff –replacing long words –purge dead words: a, and, the, that; use “&” “M”, “K”, “+.”

A6.7. Arrange bullets carefully – right category – group subjectively. Check/recheck spelling – shorten words sparingly

A6.8. Avoid overuse of Acronyms – if it is difficult to read, it will be difficult to score

A6.9. Complete alphabetized acronym list – back of page